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August 31, 2009

Dear PROPERTY OWNER OR AGENT:

The State of South Carolina is seeking office space in Horry County. Attached is a summary of requirements (proposal requirements and lease criteria). You are invited to submit a proposal to lease property to the agency which may meet the criteria. Please direct your responses and inquiries to DeLaine S. Duckworth.

All proposals must be received in the Real Property Services office on or before **5:00 PM, September 9, 2009, in duplicate**.

After the deadline, we will meet with the agency to review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property. The agency and Real Property Services will determine which proposals best suit the agency's needs, after which you will be notified.

To be eligible, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of Regulation 19-447.1000. If you have not done so and wish to respond with a proposal, please contact the leasing agent mentioned above.

Very Truly Yours,

Lisa H. Catalanotto  
Program Manager/Attorney  
Real Property Services

LHC/jlm  
attachments

## REQUEST FOR OFFICE LEASE PROPOSAL

ISSUE DATE: AUGUST 31, 2009  
RETURN PROPOSALS TO: DELAINE DUCKWORTH  
DIVISION OF GENERAL SERVICES  
REAL PROPERTY SERVICES  
1201 MAIN STREET, SUITE 420  
COLUMBIA, SOUTH CAROLINA 29201  
PHONE: (803) 737-0783 FAX: (803) 737-0689  
E-MAIL: DDUCKWORTH@GS.SC.GOV

PROPOSAL DUE: SEPTEMBER 9, 2009 AT 5:00 PM

ALL PROPOSALS MUST BE IN WRITING AND SUBMITTED **IN DUPLICATE**. ALL PROPOSALS MUST SPECIFY FLOOR AREA IN USABLE AND RENTABLE SQUARE FEET, ANNUAL RENT, RATE PER RENTABLE SQUARE FOOT, AND MUST LIST THOSE SERVICES AND UTILITIES INCLUDED IN THE ANNUAL RENT.

### LEASE CRITERIA

RENTABLE AREA (SF): 4,000 SF

NUMBER OF EMPLOYEES: TWENTY-SIX (26)

COUNTY: HORRY

PROPOSED USE: OFFICE

PREFERRED LOCATION: BETWEEN SURFSIDE BEACH AND 48<sup>TH</sup> AVENUE SOUTH, MYRTLE BEACH

TERM OF LEASE: FIVE (5) YEARS WITH ONE (1) EXTENDED TERM OPTION OF FIVE (5) YEARS

EXPECTED  
OCCUPANCY DATE: DECEMBER 1, 2009

PARKING  
REQUIREMENTS: 35 SPACES

REQUIREMENTS: \*T-1 LINE REQUIRED  
\*PROPERTY MUST BE BARRIER FREE, HAZARD FREE AND SMOKE FREE  
\*MUST MEET ZONING REQUIREMENTS FOR PROPOSED USE  
\*STANDARD STATE LEASE MUST BE USED  
\*SPACE MUST BE PROVIDED MOVE IN READY (LANDLORD TO MAKE ALL  
TENANT IMPROVEMENTS)  
\*PROPOSAL MUST INCLUDE ALL OPERATING EXPENSES TO INCLUDE  
UTILITIES, JANITORIAL SERVICES, GROUNDS MAINTENANCE, BUILDING  
MAINTENANCE AND REPAIRS  
\*PROPOSAL MUST INCLUDE RATE PER SQUARE FOOT ALLOCATED FOR  
OPERATING EXPENSES (USED TO COMPARE PROPOSALS)

ADDITIONAL  
INFORMATION: IF PROPOSAL IS SUBMITTED WITH TENANT TO BE RESPONSIBLE FOR  
INCREASES OPERATING EXPENSES AFTER THE FIRST YEAR, TENANT'S  
RESPONSIBILITY FOR ANY INCREASES WILL BE LIMITED TO A 3% CAP.

**Note:** No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. The Division of General Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. Any party participating in this solicitation process is prohibited from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to the Division of General Services.